

The background is split horizontally into two colors: teal on top and pink on bottom. Two large white arrows are overlaid on the background. One arrow points from the top-left towards the bottom-right, and the other points from the bottom-left towards the top-right. The text is centered in the teal section.

**ASD Human Resources
Classified AppliTrack
Employee Transfer Guide**

Table of Contents

Anchorage School District Classified Employment	3
Accessing Classified AppliTrack.....	4
Viewing Internal Classified Job Postings	7
Transfer Applications for Regular Classified Employees	10
Returning to the Application.....	14

Anchorage School District Classified Employment

The following pages are a reference tool for regular Anchorage School District classified employees who are interested in transferring to other classified positions within the district. It is meant to provide support in your search and application for job vacancy postings in the online Classified AppliTrack system.

All of the district's positions are advertised online. Current regular employees interested in classified positions in the bargaining units Totem, ACE, Exempt, Non Represented, Maintenance, Student Nutrition, or Temporary will apply using the Classified AppliTrack online system. Custodial and Bus positions do not accept online applications. Those interested apply for these positions on a paper application.

The paper transfer form is available at the front desk, from our classified employment page, or from the ASD forms library. The paper application form is searchable by the name 'Employee Transfer Request', or form number 501. Applicants can fill out the paper transfer using a computer but cannot save the information. It must be printed and signed, with a current resume attached, before submission via postal mail, via fax to 907-742-4176, or through a scanned copy emailed to the department. We would also be pleased to greet you in person.

Applicants interested in applying for a certificated position should read the information provided on our main website, or speak with a Human Resources certificated staffing team member.

Accessing Classified AppliTrack

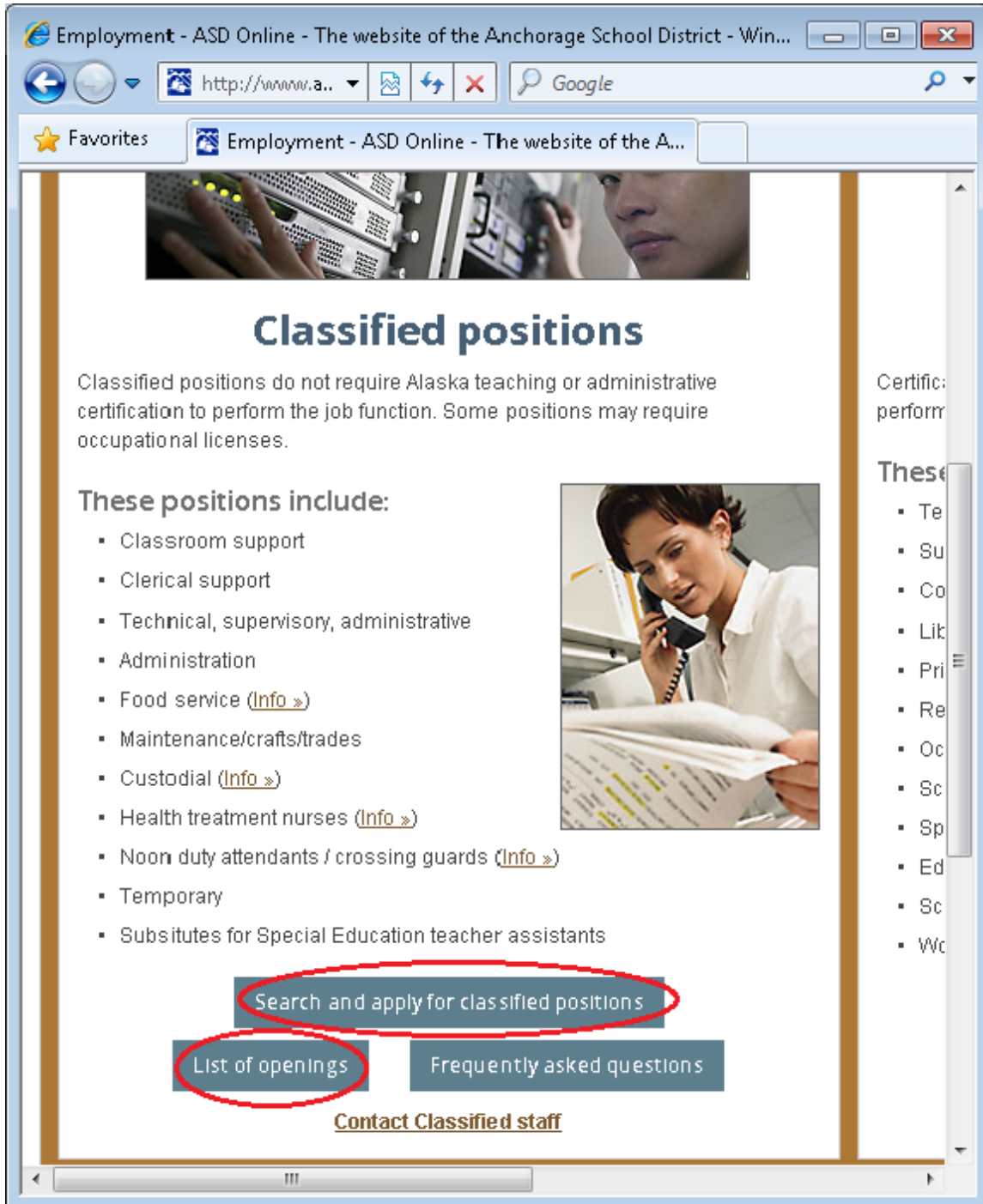
Anchorage School District classified position vacancies are viewed online on our website, www.asdk12.org. Access the site through a web browser such as Internet Explorer, Firefox, or Safari.

On the homepage, look for the box labeled 'Popular Links' on the right side of the main page. Click on the word 'Employment'.

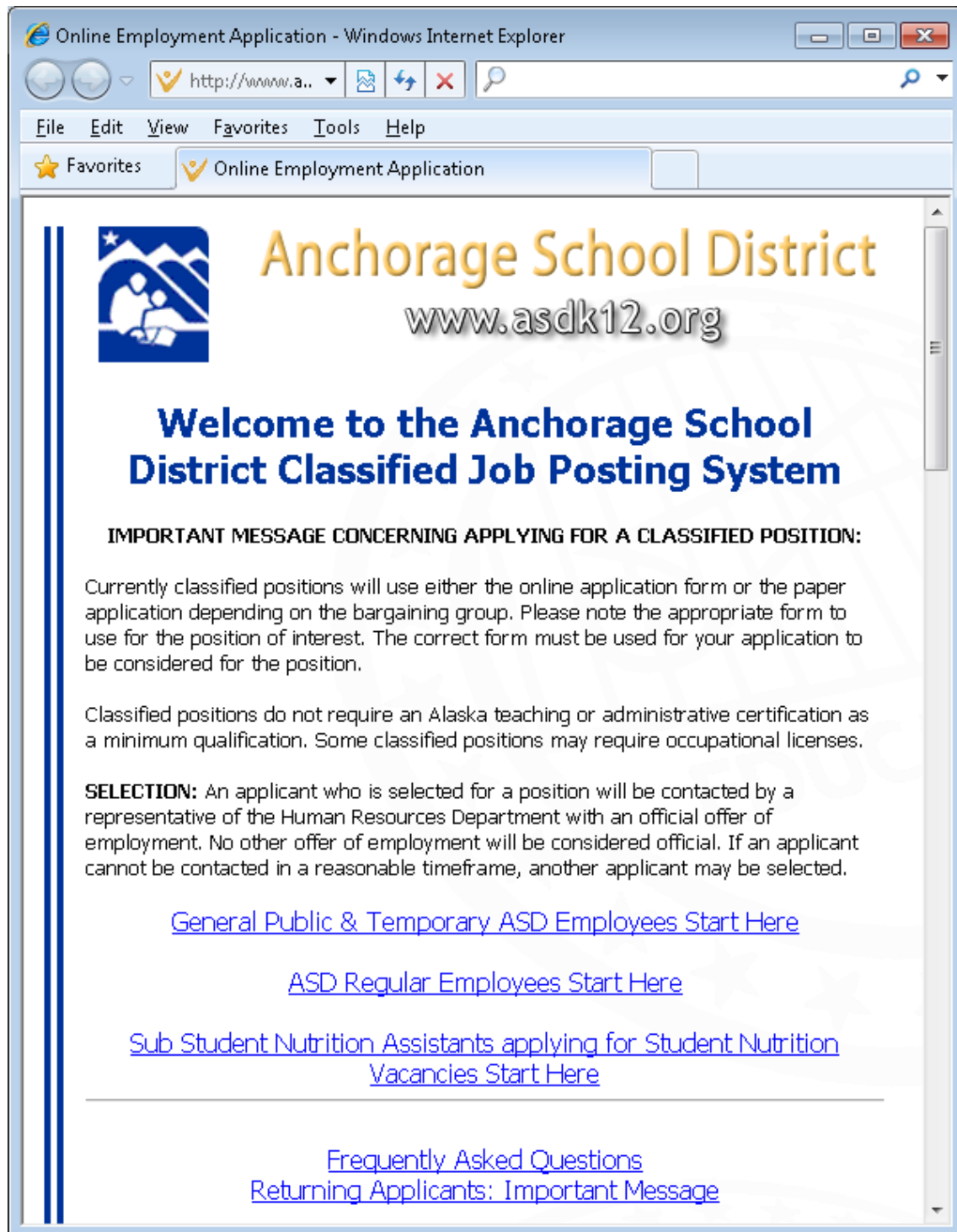
The screenshot shows the Anchorage School District website homepage in Internet Explorer. The browser address bar displays <http://www.asdk12.org/>. The website features a navigation menu with tabs for 'SCHOOL BOARD', 'ZANGLE', 'PARENTS', 'STUDENTS', 'COMMUNITY', and 'EMPLOYEES'. The 'PARENTS' tab is currently selected. Below the navigation menu, there is a large banner image of a bald eagle in flight over a landscape. To the right of the banner is a 'Popular links' section with the following links: 'Academic Plans', 'Calendar', 'Employment' (circled in red), and 'Sports & activities'. Below this is an 'Online tools' section with links for 'ASD-TV', 'Bus schedules', 'Forms library', 'Library catalogs', 'School finder', and 'Transcripts'. At the bottom, there are sections for 'Upcoming events' (listing a 'Minority Education Concerns Advisory Committee Listening Session' on September 24 and 'Testing day' on October 2-4) and 'In the spotlight' (discussing 'School meal payments').

On the employment page, you will see information on both classified and certificated positions. When looking at the information for classified positions, you will be able to view current vacancies in two ways:

1. Click the link titled 'list of openings' to view a brief list of current vacancies.
2. Click the button 'Search and apply for classified positions', which will bring you to the Classified AppliTrack homepage.



The Classified AppliTrack homepage contains the information applicants need to view and apply for classified positions. It can be accessed through the main ASD website, or directly through a web browser at www.applitrack.com/anchorageclassified/onlineapp. On the classified page, please review the important introductory information on this page. A link to a page with frequently asked questions is also provided.



The screenshot shows a Windows Internet Explorer browser window titled "Online Employment Application - Windows Internet Explorer". The address bar shows "http://www.a..". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows "Online Employment Application". The main content area features the Anchorage School District logo (a blue square with a white mountain and sun icon) and the text "Anchorage School District" in large orange letters, with "www.asdk12.org" below it. The main heading is "Welcome to the Anchorage School District Classified Job Posting System" in bold blue text. Below this is an "IMPORTANT MESSAGE CONCERNING APPLYING FOR A CLASSIFIED POSITION:" section. The message text reads: "Currently classified positions will use either the online application form or the paper application depending on the bargaining group. Please note the appropriate form to use for the position of interest. The correct form must be used for your application to be considered for the position." Below this is another paragraph: "Classified positions do not require an Alaska teaching or administrative certification as a minimum qualification. Some classified positions may require occupational licenses." The "SELECTION:" section states: "An applicant who is selected for a position will be contacted by a representative of the Human Resources Department with an official offer of employment. No other offer of employment will be considered official. If an applicant cannot be contacted in a reasonable timeframe, another applicant may be selected." At the bottom, there are four blue underlined links: "General Public & Temporary ASD Employees Start Here", "ASD Regular Employees Start Here", "Sub Student Nutrition Assistants applying for Student Nutrition Vacancies Start Here", and "Frequently Asked Questions Returning Applicants: Important Message".

Viewing Internal Classified Job Postings

Current regular employees apply for most transfers online. To apply for a transfer, go to the Classified AppliTrack homepage through the links on the main ASD website. On the Classified AppliTrack homepage, you will use the links in the second box on the page, labeled 'ASD Regular Employees Apply for Classified Vacancies Here'.

- Click on the link 'view internal and external classified job postings' to view current job postings.

Online Employment Application - Windows Internet Explorer

http://www.a... Google

Online Employment Application

ASD Regular Employees Apply for Classified Vacancies Here

- ▶ [Employee Transfer User Guide](#)
POSTING PERIOD: Applications are accepted during the advertisement phase listed on each job posting.
 - ▶ Internal advertisement phase: only bargaining unit members may apply.
 - ▶ External advertisement phase: open to all applicants.
- ▶ [View internal and external classified job postings](#)
- ▶ [Start an online Employee Transfer Form](#)
- ▶ [Returning to apply for additional positions](#)

Sub Student Nutrition Assistants applying for Student Nutrition vacancies only

Sub Student Nutrition Assistants may apply below for Student Nutrition vacancies only. The Student Nutrition vacancy may be in the internal or external advertisement phase when a Sub Student Nutrition Assistant applies.

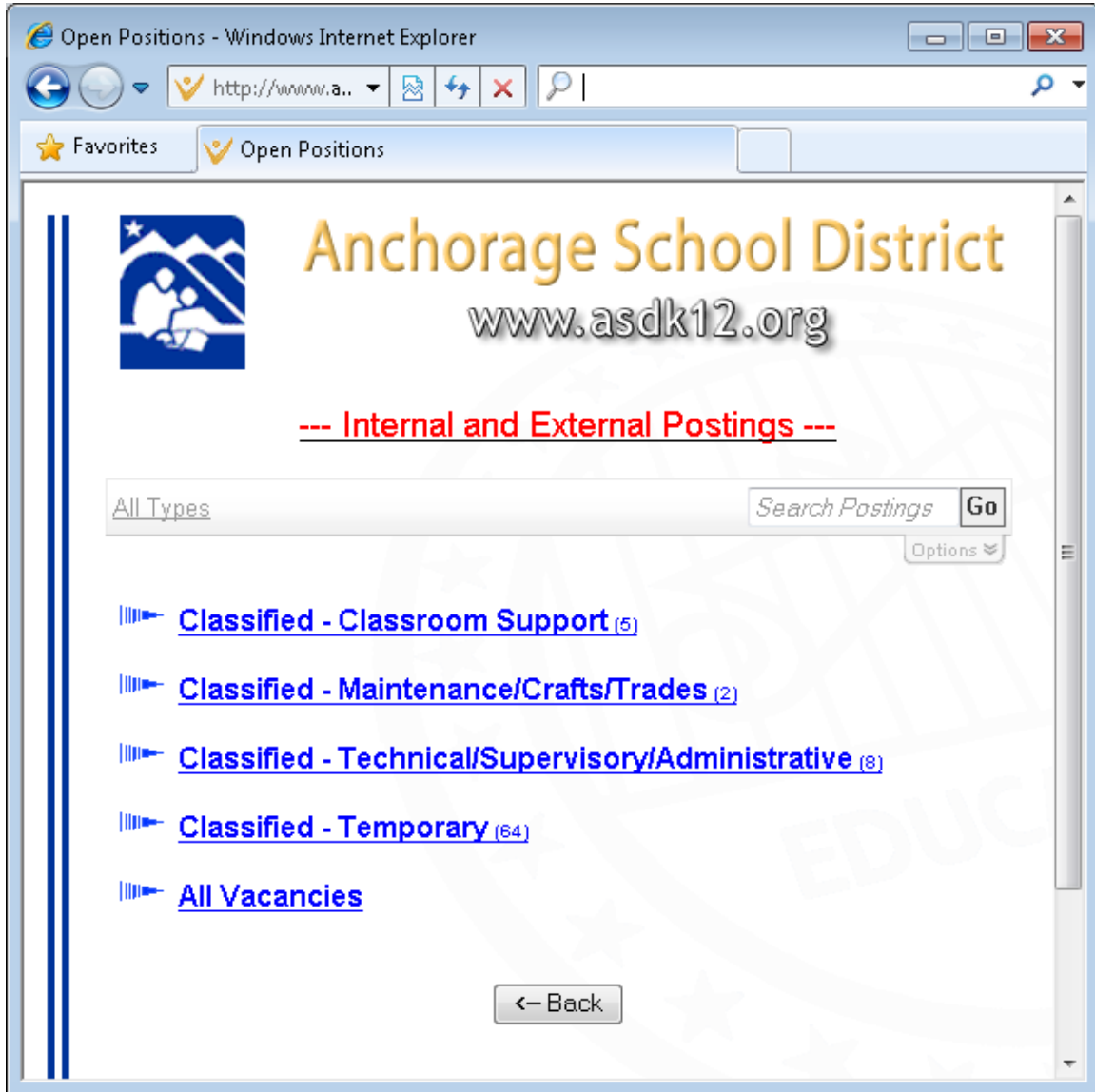
- ▶ [Start an online Employee Transfer Form](#)

Custodial Positions

▶ Please submit [Employee Transfer Form](#) to:

The initial category page groups positions by type. It is labeled in red as including both internal and external postings.

- The number after the category name shows how many positions of that type are currently open.
- Click on the category name to view a list of open positions, or click all vacancies to view all open classified positions.



- The list for a category shows the title and short description of each position. This includes the location, hours per day, wage, and vacancy closing date.
- To view the entire job description, click ‘show/hide’ at the bottom of the posting summary. It will expand to show the vacancy’s minimum qualifications and job duties. Click the link again to hide the description.
- Internal only positions are marked in red next to the name of the position. Employees of the same bargaining unit may apply during this internal only phase.
- Any current employee may apply for any position that is in the external advertising phase.
- Click the orange ‘apply’ button on the right to start the transfer process. You will be returned to the Classified AppliTrack homepage.

Open Positions - Windows Internet Explorer

http://www.a. Google

Open Positions

Teacher Assistant, Special Education, Special Programs Secondary (Internal Only) JobID: 50163 **Apply**

Position Type: Classified - Classroom Support/Teacher Assistant, Special Education, Special Programs Secondary

Date Posted: 9/26/2012

Location: ALTERNATIVE CAREER EDUCATION

Bargaining Unit: TOTEM **Work Day:** 7 HOURS PER DAY **Work Year:** 9 MONTHS PER YEAR

Salary: T-10, \$14.01 PER HOUR **FTE:** FULL TIME, .8750 FTE **Department:** SPECIAL ED HIGH SCHOOL 665

Please note: All job postings close on the closing date at 9:00 PM Alaska Standard Time.

Additional Information: [Show/Hide](#)

Minimum Qualifications

1. High school diploma or equivalent required.
2. Experience working with children with significant disabilities is required for life

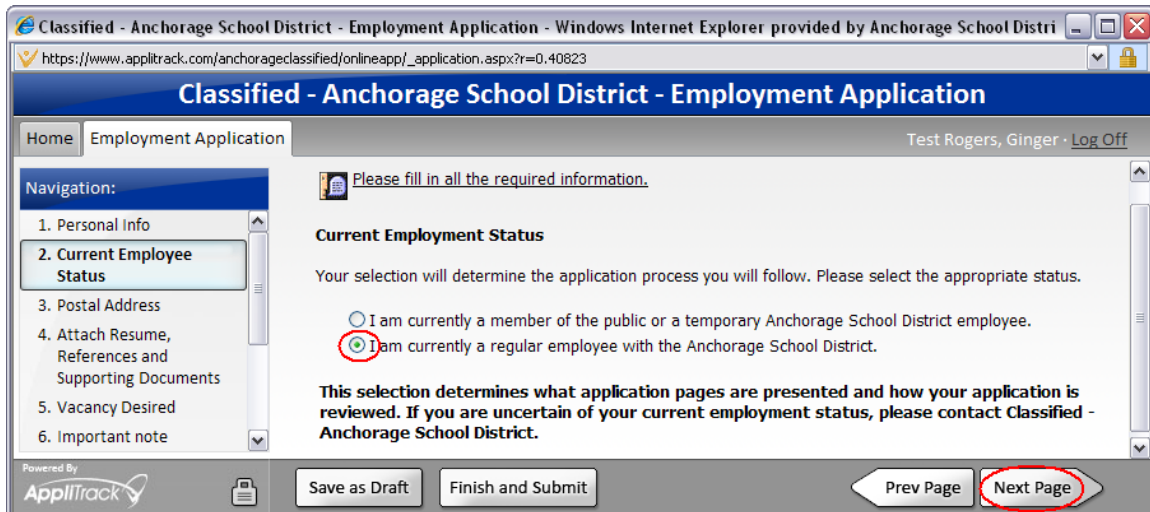
Transfer Applications for Regular Classified Employees

1. Current regular employees wishing to apply for a classified transfer:
 - a. If you have never used Classified AppliTrack, you should click the link 'start an online employee transfer form'. In the new window, click 'start'.
 - b. If you have previously applied using Classified AppliTrack, click 'returning to apply for additional positions'. In the new window enter the email address and password you signed up with and click 'login'.
 - c. Employees with interest in transferring to custodial or bus positions click the link 'employee transfer form' to download and print the transfer request form. Submit this paper form with an updated resume to the Operations Department or to the Transportation Department.

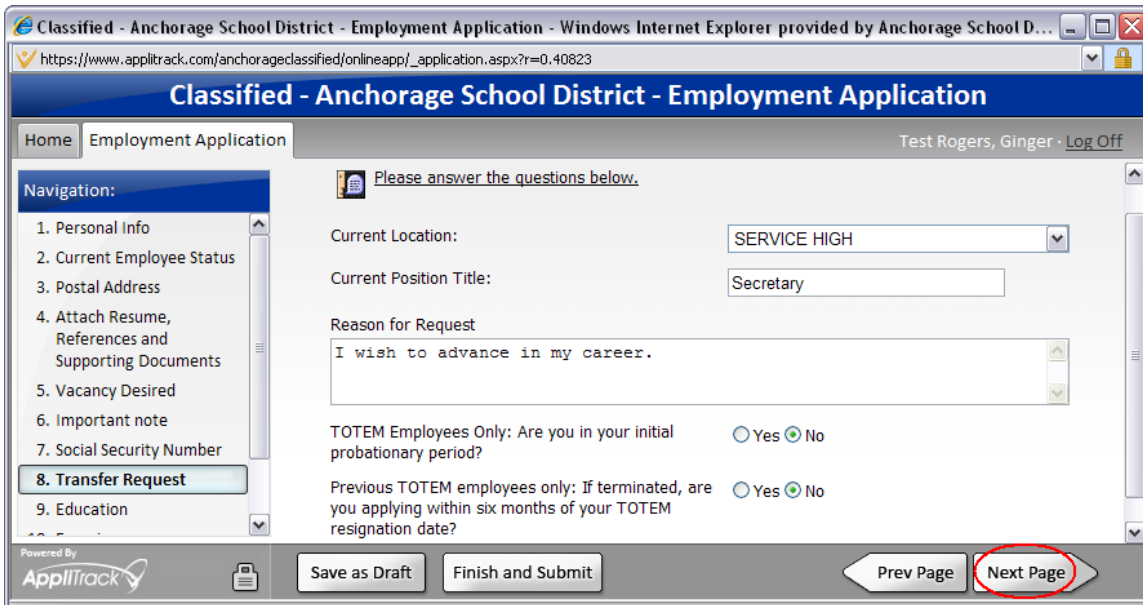


2. The online transfer request is a shorter version of the application for new applicants.
3. On the page Personal Info, enter or update your basic information:
 - a. Your name.
 - b. Your email address. If you do not currently have an email address, you can set one up for free through yahoo or google mail.
 - c. A password. This will allow you to save a partly completed transfer and come back to it later, or to apply for additional positions in the future.

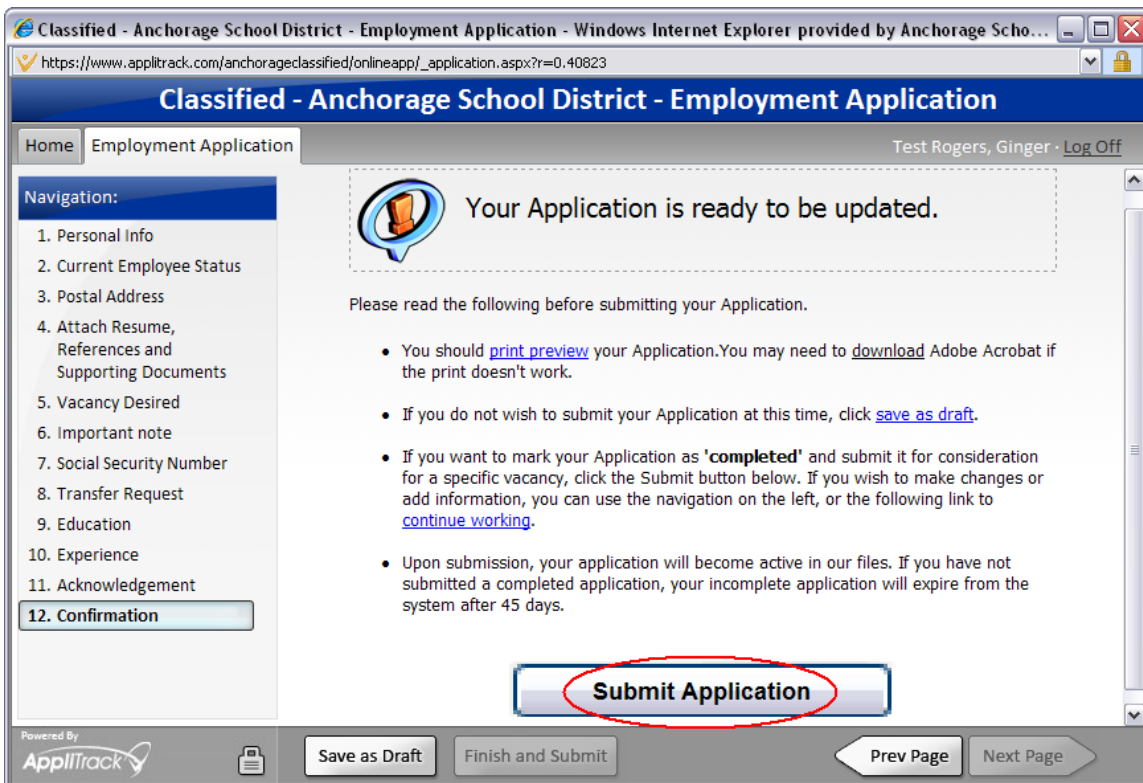
- d. Choose a secret question and type in the answer. This will allow you to log in to your account if you forget your password. Click ‘next page’.
4. For the section ‘current employee status’, click the button ‘I am currently a regular employee with the Anchorage School District’.



5. Check that the information on each page is up to date. When finished with each section, click ‘next page’.
 - a. A current resume or completion of the education and work experience pages are required. If uploading a resume, you must attach the documents yourself; we cannot scan or attach the documents for applicants.
 - b. Choose the vacancy or vacancies you are interested in by clicking the button next to the job title. Fill in any experience you may have.
 - c. Fill in your current job assignment and your reasons for the request.
 - d. You may click save and log off at any time. However, saving a transfer request as draft does not submit the request. You will not have yet applied.



6. If at the end of the transfer request you receive an error or warning message, you must go back to the indicated pages and complete the missing information before submitting the request. A transfer request with missing information can still be saved as a draft to work on later.
7. After completing your transfer request, click 'submit application' to submit it.

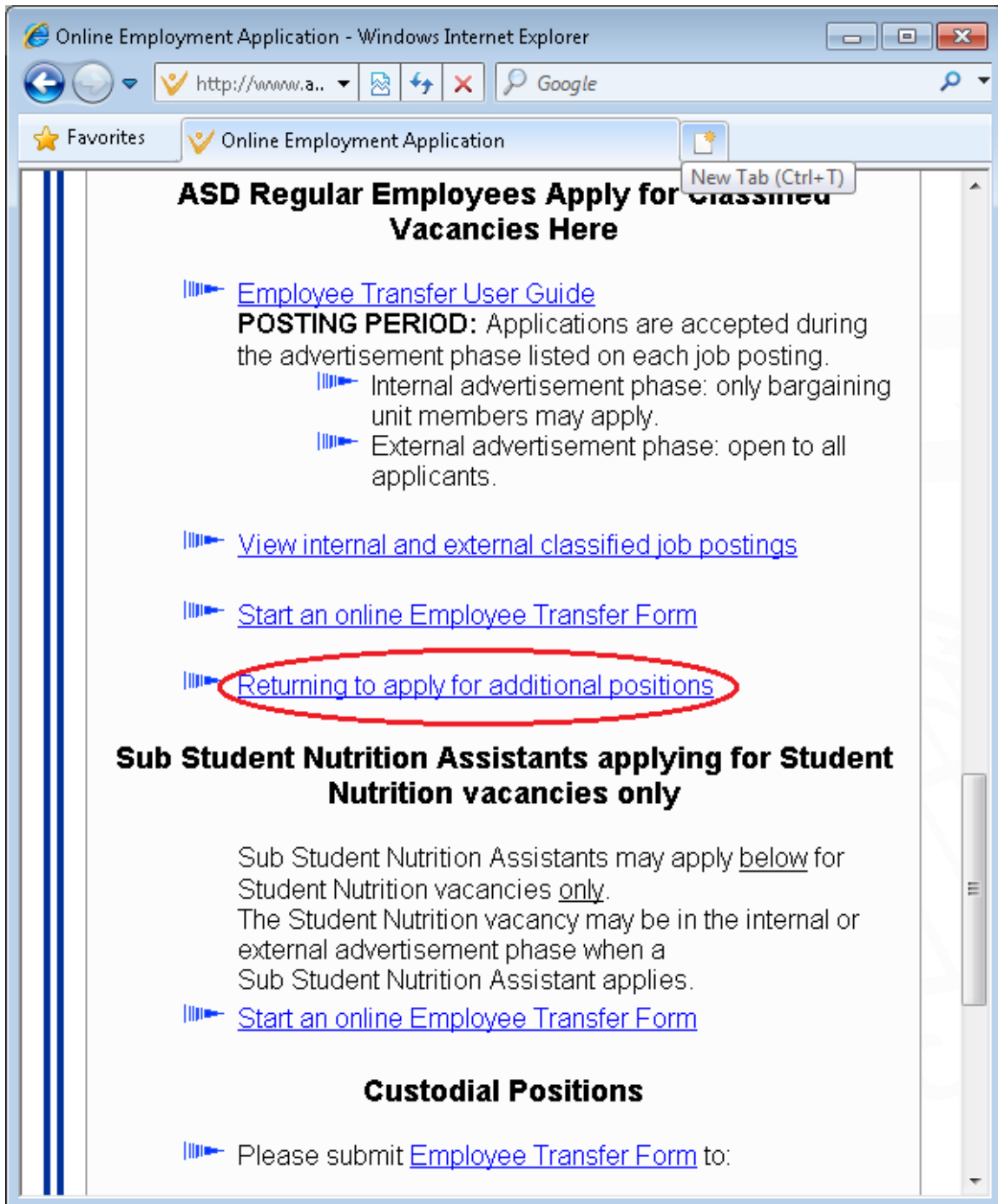


8. On the last page, you will have the option at the bottom of the page to print your transfer request.
9. If the transfer request is submitted successfully, you will receive an automatic email confirming your request and listing the positions for which you applied.

Returning to the Application

If later other positions open in which you have interest, you do not need to start a new application. You can log back into the account you already created.

1. Start from the main Classified AppliTrack web page. Under the heading for the regular ASD employees, click 'returning to apply for additional positions'.
2. Enter the email address and password you provided earlier and click 'log in'.



Online Employment Application - Windows Internet Explorer

http://www.a... Google

Online Employment Application

ASD Regular Employees Apply for Classified Vacancies Here

- ▶ [Employee Transfer User Guide](#)

POSTING PERIOD: Applications are accepted during the advertisement phase listed on each job posting.

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- ▶ [View internal and external classified job postings](#)
- ▶ [Start an online Employee Transfer Form](#)
- ▶ [Returning to apply for additional positions](#)

Sub Student Nutrition Assistants applying for Student Nutrition vacancies only

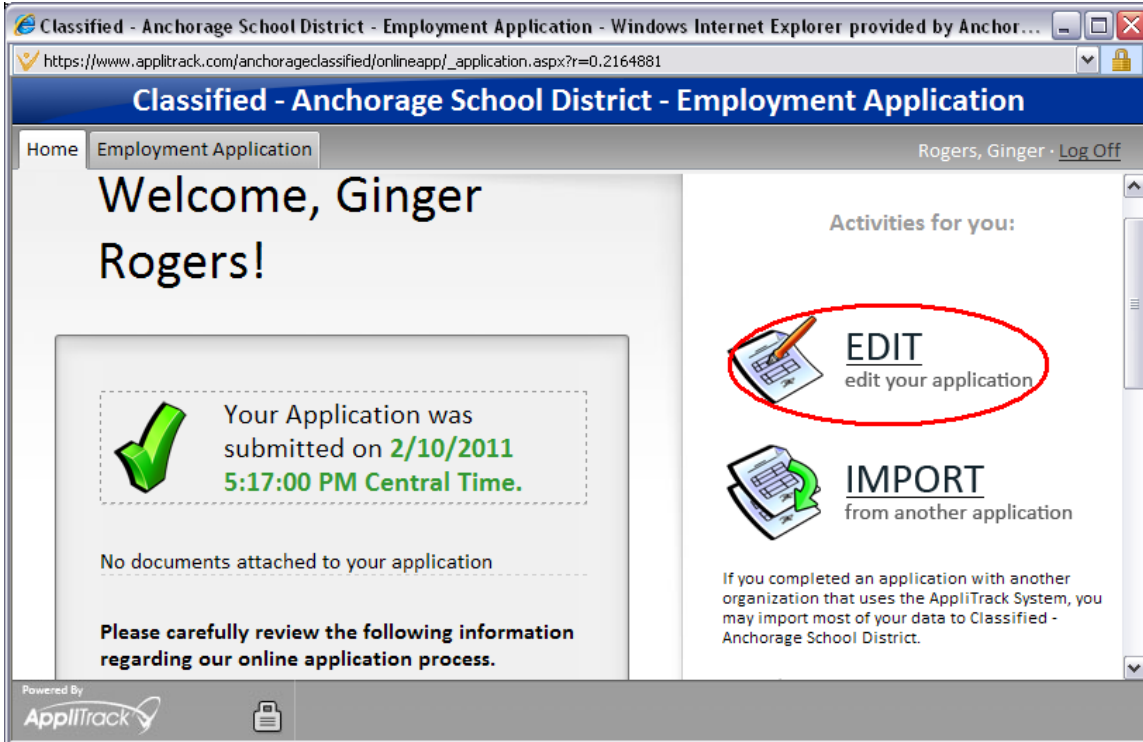
Sub Student Nutrition Assistants may apply below for Student Nutrition vacancies only.
The Student Nutrition vacancy may be in the internal or external advertisement phase when a Sub Student Nutrition Assistant applies.

- ▶ [Start an online Employee Transfer Form](#)

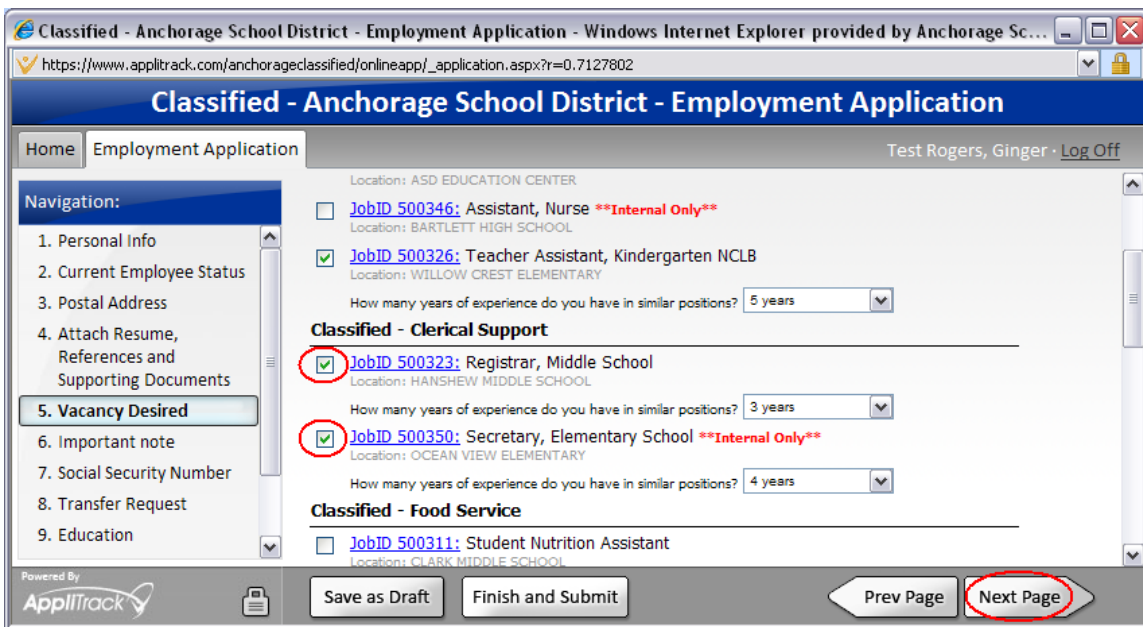
Custodial Positions

- ▶ Please submit [Employee Transfer Form](#) to:

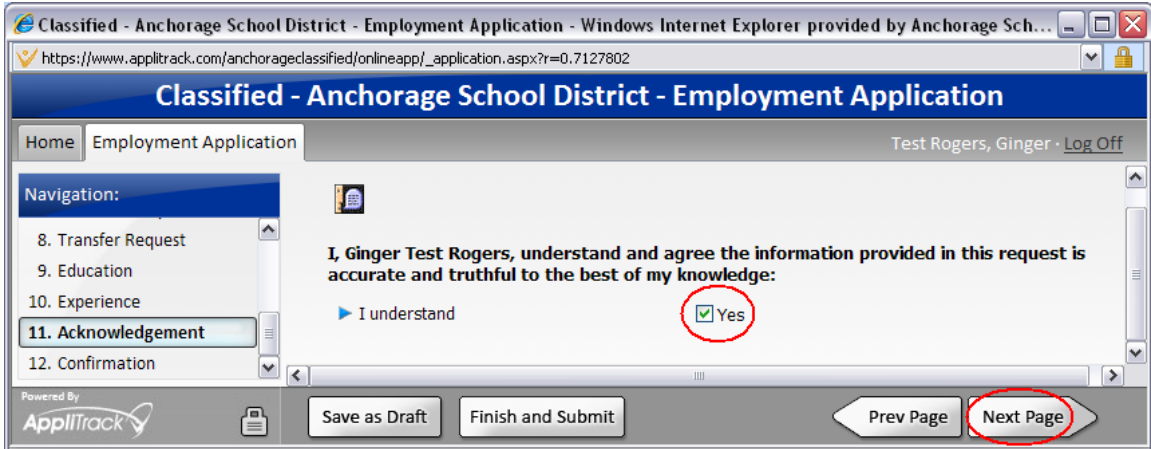
3. From the greeting page, click 'edit' on the right hand side.



4. Once logged in, make sure that you are still listed as a current regular employee on the current employee status page. Click 'next page' to continue.
5. On the page 'vacancy desired', click the box next to the position. Click 'next page' to move through to the end of the application.



6. Note that if the position has closed, it will not show in the ‘vacancy desired’ section, even if you applied for it while it was open. A Human Resources employee can confirm receipt of your application for a specific posting, if necessary.
7. Continue reviewing each page as you go, clicking ‘next page’ at the bottom right.
8. On the acknowledgement page, check yes before continuing.



9. On the confirmation page, click the button ‘submit application’. The next page will confirm your new transfer choices, and you will also receive an email listing the new vacancies for which you applied.

